

Now that you have everything you need included in ALEX, let's go over the best practices for reviewing!

Here is the process:

1. At this stage, you will have completed your **Benefits Review** and sent all new updates that need to be made for this Plan Year our way. This means.... *drumroll please...* you are ready to see ALEX as your employees will see it!
2. As you wait patiently to view ALEX, there are some important things you should know about the reviewing process. Each stage of your review is know as a **Release** otherwise known as a “rough draft” of the ALEX conversation that you can review before your official launch. Depending on your package type, you'll generally use 2-3 Releases before launching ALEX:
 - a. **Release 1** - The first draft of ALEX is up and running! We typically suggest you go through ALEX in as many ways possible to ensure we do not miss any major issues. The goal is to locate and update your biggest Plan Year changes here!
 - b. **Release 2** - This Release will have all of your changes from Release 1. The goal here is to make sure those new changes look good and try to locate any final touches that need to be updated.
 - c. **Release 3** - No major changes should be made here! This is mostly just a final check before sending over your launch approval!
3. If you have edits while looking at each Release, you can send over your **feedback** in many forms (email, feedback docs, etc.) but if you have any questions, just ask your Implementation Manager what works best!

Frequently Asked Questions?

- **What exactly is a “release”?**
 - A release is a drafted ALEX conversation that you can review before your official ALEX launch. You will only see changes from your first release in the second release and so on. Spend the most time on your first release to capture the majority of your edits. That way, your second release will be a breeze! You have a contracted number of releases, so you want to make sure that each review is thorough.
- **How many releases will I use to get ALEX launched?**
 - We see most folks using 1 to 3 releases leading up to Open Enrollment, and saving 1 to 2 releases for any other updates that may come up throughout the rest of the year. To make the most of your releases, we encourage you to do a super thorough review for release 1, and just look for any outstanding bits in the following releases. As always, the choice is yours - do what works best for you and your team!
- **Which release of ALEX is most important to review?**
 - While all releases of ALEX are important to review, we recommend taking the most time reviewing your first Release, so in your second Release (and so on), you are only looking for minor changes.